



DEPARTMENT *of* AGRICULTURE  
STATE OF MISSOURI  
JEFFERSON CITY

MATT BLUNT  
GOVERNOR

FRED FERRELL  
DIRECTOR

*Serving, promoting and protecting the agricultural producers, processors  
and consumers of Missouri's food, fuel and fiber products.*

## **CERTIFICATE OF FREE SALE REQUEST PROCEDURE**

The Missouri Department of Agriculture is pleased that we can continue to provide Certificates of Free Sale at no cost to Missouri-based companies and Missouri manufacturing plants. We will continue our policy of preparing these documents within three working days.

In order to make certain that we can expedite your certificate request, we ask that you fax your request on your company letterhead to the attention of Shelley Haslag, Ag Business Development Division at fax # (573) 751-2868, or by email at [shelley.haslag@mda.mo.gov](mailto:shelley.haslag@mda.mo.gov) and include the following information:

1. Full name and location of Missouri company headquarters;
2. Full name and location of company requesting document (if different than #1) plus a contact person and contact number;
3. City in which the Missouri manufacturing facility is located;
4. Plant location (if outside of Missouri);
5. Brand name of product shipped, or name used on carton/label;
6. Brief explanation of product if technical in nature (i.e., "a food ingredient" or "an animal vaccine");
7. Country of destination;
8. Approximate CIF value or value of shipment at foreign port; Indicate full value of shipment - not amount per item shipped (i.e. \$955.00 value of shipment);
9. To whom to return the certificate, i.e., "to our freight forwarder/importer," to the attention of "x", etc. ;
10. Manner of returning the certificate, i.e., via U.S. mail, via courier service (utilizing your account number), faxed copy, etc.;

Thank you for your cooperation and allowing us to better serve you. If you have any questions concerning this procedure, please contact me at (573) 751-4339 or by email at [Shelley.Haslag@mda.mo.gov](mailto:Shelley.Haslag@mda.mo.gov).

### **Division of Agriculture Business Development**

Ph. (573) 751-3359 • 1616 Missouri Boulevard • P.O. Box 630 • Jefferson City, MO 65102-0630 • FAX (573) 751-1784 • [www.mda.mo.gov](http://www.mda.mo.gov)